



**DEPARTMENT OF THE ARMY
OKLAHOMA ARMY NATIONAL GUARD
COMPANY C (LEADERSHIP) 2ND BATTALION (GS) 189TH REGIMENT (RTI)
6500 N. KELLEY AVENUE
Oklahoma City, Oklahoma 73111-7853
(405) 475-1500 or DSN 628-1500**

OKRTI-GS

19 September 2006

MEMORANDUM FOR Soldiers Scheduled to Attend the Basic Noncommissioned Officers Education System Course at the Oklahoma Regional Training Institute (OKRTI)

SUBJECT: Welcome Memorandum for Basic Noncommissioned Officer Common Leader Training Course, Phase 1, Training Year 2007.

1. Congratulations! You have been selected to attend the Basic Noncommissioned Officer (BNCOC) Common Leader Training Course, Phase 1, at the Oklahoma Regional Training Institute (OKRTI).

2. The OKRTI is located at 6500 N. Kelley Avenue, Oklahoma City, Oklahoma, just 1/4 mile west of the National Cowboy & Western Heritage Museum. From Hwy I-44, take Exit 128B and go north on Kelley Avenue to 63rd then straight ahead to the Kelley Avenue entrance. As of July 2005, the OKRTI has a manned security gate and 100% ID checks are now in effect. Military service members must have a valid Military ID card to get onto the OKRTI property. Make sure that you have the proper ID and a copy of orders or this letter.

3. You must report not later than 0700 hours, Saturday, 4 November 2006, at the Education Center building (see enclosure 1). The uniform for the BNCOC in-processing is the Improved Physical Fitness Uniform (IPFU) with running shoes and calf length plain white socks without logos. Civilian PT attire is not authorized, no exceptions. If you live outside a normal commuting distance from the OKRTI, you may arrive on Friday evening before drill, prior to 2100 hours. Please notify the Billeting Office if that is your intention. The Billeting Office telephone number is COM 405-475-1800/1532 or DSN 628-1800/1532. Since remaining overnight is a requirement for all BNCOC students, billeting will be arranged by the Battalion Operations Sergeant.

4. If you are unable to attend, please contact your Unit Administrator and cancel your reservation. This will allow another soldier to attend this valuable training opportunity.

5. General Information.

a. Documentation. The following documentation must be furnished for in-processing. If the OKRTI does not receive this documentation in a timely manner, enrollment will be delayed or denied.

(1) TASS Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E (Oct 04). It must be completed and signed by your Commander only, no signature authorities allowed.

(2) DA Form 3349, dated Feb 04, and your results of Military Medical Review Board (MMRB), if applicable.

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b. Weight Control. All soldiers must meet the height/weight or body fat percentage standards of AR 600-9. A height/weight check will be conducted during the in-processing. Soldiers exceeding weight standards will be taped to determine their current body fat percentage. Students exceeding allowable body fat standards will not be denied enrollment, however, the respective DA Form 1059 will be annotated "Soldier has completed all required academic standards, but failed to meet standards of AR 600-9."

c. Profiles. Soldiers who have been before a MMRB, awarded medical limitations, and allowed to retain their MOS will be eligible to attend and train within the limits of their profiles, provided they could meet course graduation requirement. You should not report to the course with a profile if it limits you in your ability to walk, lift, stand, carry, march, no wearing of helmet or LBE, no standing for more than so many minutes, etc. Call the OKRTI Operations sections at 405-475-1510/1300 if you have any questions concerning your status profile. This will prevent you reporting and immediately being sent home because you could not perform to the course standards. Soldiers reporting with profiles not allowing them full participation in the course will be denied enrollment and returned to their units. Attendance to any military school is prohibited for any soldiers that have a temporary profile.

d. Meals and Finance. Meals will be provided by the OKRTI Regimental Dining Facility at no charge unless a soldier is receiving Basic Allowance for Subsistence (BAS). All pay and allowances are the responsibility of your unit, unless otherwise specified on appropriate orders.

e. Billeting. The OKRTI has a billeting facility operated by a Non-Appropriated Billeting fund. All quarters are chargeable. BNCOC students will be housed in single man rooms at a cost of \$15.00 per individual per night. Direct billing will be submitted to OKDCSOPS-T for Oklahoma National Guard students. However, USAR students will be required to pay room charges up front by Government credit card or cash and then requesting reimbursement at their home unit by submitting a travel voucher (DD Form 1351-2).

f. Military and Privately Owned Vehicles. All vehicles must be parked in the south parking lot area next to the billets. Students will not use the north parking area adjacent to the Education Center.

6. We look forward to your attendance and participation in the NCO Professional Development Program. If you have any questions concerning any of this information, you may access our web site at www.okrti.com or call COM 405-475-1510 or DSN 628-1510.

DOUGLAS DERYCKERE
CSM, OKARNG
NCOA Commandant